**Building It UP**

Participating Campuses

[draft document: please send feedback to j.sarvey@neu.edu]

The Building It Up Program is designed to assist campuses in building and developing the capacity of their co-curricular community service programs, primarily through adoption of the Coalition of Projects organizational structure, or for programs that already have the basic structure but are interested in adopting or modifying some of the more advanced elements of the model.

This structure, found at nearly every strong service program in the nation, makes possible, facilitates and supports a range of benefits and advantages:

* facilitates quality, meaningful, high impact service
* creates meaningful student leadership opportunities
* provides for a systematic capture and transfer of knowledge
* provides frequent, relevant internal organizational advice through experienced peers
* creates systematic processes for transition
* creates organizational capacity to engage large numbers of students in sustained, quality service
* shifts staff roles to areas of highest value

**Participating Campuses**

This program is designed for campuses that aspire to develop robust co-curricular community service programs by incorporating the Coalition of Projects Model, or for programs that already have the basic structure but are interested in adopting or modifying some of the more advanced elements of the model.

The plan for the pilot year is to have 3-4 participating campuses. In the following year, we hope to expand to a larger number. The total number of participating campuses that we can accept in year two will depend on our ability to assemble a strong National Program Team and to hopefully secure grant funding.

**Fees**

There will be no fee charged of participating campuses during the pilot year. However, participating campuses will need to commit some degree of resources in order to fully participate in the program. The most substantial out-of-pocket expense would be the commitment to send a team of at least 3-4 to participate in live Building It Up sessions and meetings at the IMPACT Conference in February 2013.

Whether or not there will be fees charged after the pilot year is dependent on our ability to secure grant funding.

Expectations/Role of Participating Campuses:

* One lead administrator committed to incorporating the model (ideally, it is the administrator with responsibility for community service)
* The lead administrator arranges to secure the buy-in and commitment of a broader group of senior administrators in student affairs and student leaders in community service
* Form a small leadership team that will own responsibility for participation in the program and for moving the campus through implementation (could be the lead administrator plus 1-3 student leaders)
* Participate in an assessment of the current state of the service program on campus relative to the elements in the Coalition of Projects Model. This could be a self-assessment with support from the NPT or could entail bringing in a member of the NPT to help do the assessment
* Develop an action plan for the year to move through incorporation of the model (members of the NPT would provide assistance with this)
* Participate in a learning opportunity with one of the nearest campuses that has a program with the Coalition of Projects structure. Ideally this would entail a site visit to that campus. If that’s prohibitive, then it may need to be done through phone and email. (If a site visit, at a minimum it should be the leadership team going.
* Participate in the Building It Up learning community. This will be mostly online plus a few conference calls. It will meet live at the IMPACT Conference.
* Attend the IMPACT Conference and participate in the Building It Up meetings and sessions.
* Conduct an end-of-year assessment to measure how much progress was attained as well as how the process wend and could be improved

**National Program Team**

In order to implement this program, we are assembling a National Program Team to be comprised primarily of student affairs professionals, advanced student leaders, and alumni with experience working in and leading strong service programs that have the Coalition of Projects structure. This team will be conducting further research to further grow our knowledge base. They will comprise the set of consultants and trainers to work with participating campuses.

As an initially unfunded volunteer effort, all of the National Program Team members will be serving as volunteers. In some cases however, if a participating campus would like to bring in a member of the National Program Team for on-site assessment, consultation and training, the participating campus will be expected to cover the expenses. These expenses could vary substantially depending on how far away is that NPT member and whether they are willing to come for free or need a small honorarium. During this pilot year, we will not standardize that but leave the specific arrangements up to the participating campus and the member of the NPT.

**Benefits**

Participating campuses will benefit from having their organizational development/capacity-building efforts be validated and supported by an external national program. They will be able to access the collective knowledge assembled through the program, through the National Program Team, and other participating campuses.

The individual members of the leadership team, as well as others who participate in opportunities such as the site visit to another campus, the learning community, and the IMPACT Conference will personally gain more knowledge about best practices for strong service programs, developing student leaders, etc.

**Terms**

Our plan at this point is to start this as a pilot for one year and then launch it fully as a program in the second year. We are inviting campuses to apply to be part of the pilot year. We know that most organizational change does not get completed within a single academic year so we expect that many or all of the campuses participating in the pilot year will be interested in continuing into the second year.

**Process for Applying**

Send a statement/letter of application indicating why you are interested, who will serve as the lead administrator. If the additional 2-3 members of the leadership team can be identified, please include that. Otherwise we will assume you will figure that out later.

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